

**TRAFFIC MANAGEMENT  
COMBAT READINESS TRAINING CENTER (CRTC)**

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- 1. Objective.** This standard is published as prescribed in AFI 38-201, *Determining Manpower Requirements*. This Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description for varying levels of workload volume.
- 2. Authority.** AFI 24-series contains policy and procedural guidance for the CRTC Traffic Management Office (TMO) function. This ANGMS has been developed in accordance with functional review procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, and is the result of a functional review.
- 3. Applicability.** This ANGMS applies to the CRTCs located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS. This standard applies to peacetime operations only.
- 4. Standard Data:**
- a. Classification. Type III.
  - b. Approval Date. 4 April 1995.
  - c. Manpower Data Source. Staffing Pattern.
  - d. Standard Manpower Equation.  $Y = 1$ .
  - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
- a. Minimum response rates.
  - b. Minimum manpower levels.
  - c. Standardized crew complements.
  - d. Safety considerations.
  - e. Aircraft turn-around time.
  - f. Length of waiting periods.
  - g. Levels of backlog.
  - h. Hours of operation.

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**2 Attachments**  
**1. Work Center Description**  
**2. Standard Manpower Table**

**WORK CENTER DESCRIPTION****Traffic Management****DIRECT:****1. TRAFFIC MANAGEMENT OPERATIONS:****1.1. MONITORS COST:****1.1.1. MANAGES OBLIGATION AUTHORITY.****1.1.2. CERTIFIES AND RECONCILES COMMERCIAL BILL FOR PAYMENT.****1.1.3. DEVELOPS TRANSPORTATION MANAGEMENT OFFICE BUDGET.****1.2. PROVIDES TRAVEL COST GUIDANCE TO OTHER ORGANIZATION.**

**1.3. ADVISES AND COORDINATES WITH DIRECTOR OF LOGISTICS (DL).** Identifies/resolves administrative or operational problem and provides DL with sufficient data to determine capability to meet mission requirement.

**1.4. ADVISES AND BRIEFS COMMANDER ON REGULATORY AND POLICY CHANGE.**

**1.5. DEVELOPS AND COORDINATES DEPLOYMENT/TRANSPORTATION PLAN WITH OTHER ORGANIZATION OR PERSONNEL.** Develops and coordinates deployment/transportation plan for movement of equipment and personnel.

**1.6. MAINTAINS LIAISON WITH MILITARY TRAFFIC MANAGEMENT COMMAND AND U.S. TRANSPORTATION COMMAND.** Coordinates on special project, exceptional budgetary request, and unusual movement. Stays abreast of policy change and new regulatory requirement.

**1.7. COORDINATES WITH COMMERCIAL CARRIER, AIRLINE, OR RENTAL CAR AGENCY.** Advises on regulatory requirement, policy change, and tariff.

**1.8. MANAGES ASTRAY FREIGHT PROGRAM:****1.8.1. MAKES QUARTERLY VISIT TO CARRIER:****1.8.1.1. TRAVELS TO CARRIER.**

**1.8.1.2. INSPECTS CARRIER WAREHOUSE TO LOCATE, IDENTIFY, AND ROUTE LOST GOVERNMENT FREIGHT.**

**1.8.2. PROVIDES ASSISTANCE TO CARRIER.** Provides carrier with information for disposition of astray freight.

**1.8.3. TRAVELS TO LOCATION AND ATTENDS REGIONAL ASTRAY COMMITTEE MEETING.****1.8.4. PREPARES ASTRAY FREIGHT REPORT.**

**1.9. MANAGES 463L PALLET AND NET PROGRAM.** Develops, administers, and monitors local program for pallet and net maintenance.

**1.10. MANAGES REUSABLE CONTAINER PROGRAM:**

**1.10.1. MANAGES REUSABLE CONTAINER PROGRAM.** Develops, administers, and monitors local program for reusable container.

**1.10.2. OBTAINS SPECIAL PACKING INSTRUCTION (SPI) RECONCILIATION/REVALIDATION (S02) REPORT.** Obtains SPI Reconciliation/Revalidation report from Supply to perform inventory on blueprint for the containers.

**1.11. MAINTAINS LIBRARY:**

**1.11.1. PROCURES AND POSTS CHANGE TO COMMERCIAL AND MILITARY PUBLICATION.**

**1.11.2. PROCURES FORMS FROM COMMERCIAL VENDOR.** Procures hazardous material labels, hazardous material placards, and shipping forms from commercial vendor.

**1.12. MAINTAINS INVENTORY.** Establishes stock of packing materials, i.e., stock of FAST-PACK containers, lumber, multi-wall containers, packing materials, tape, and marking materials; reorders as required.

**2. OUTBOUND FREIGHT:**

**2.1. PERFORMS PACKING AND CRATING:**

**2.1.1. RECEIVES MATERIAL AND DOCUMENT.** Receives material and document (DD Form 1348-1, DOD Single Line Item Release/Receipt Document, or DD Form 1149, Requisition and Invoice/Shipping Document) from warehouse or using activity; annotates appropriate copy of document with time, date, and signature; and checks label and tag to ensure proper item identification and quantity.

**2.1.2. ACCESSES APPROPRIATE DEFENSE DATA NETWORK TO OBTAIN APPLICABLE SHIPPING INFORMATION.**

**2.1.3. PLACES CARGO IN TEMPORARY STORAGE OR MOVES TO PACKING AREA.** Places material and document in temporary storage or moves to packing area for packaging.

**2.1.3.1. MOVES SHIPMENT TO TEMPORARY STORAGE AREA:**

**2.1.3.1.1. MOVES SHIPMENT MANUALLY.**

**2.1.3.1.2. MOVES SHIPMENT MECHANICALLY.**

**2.1.3.2. MOVES SHIPMENT TO PACKAGE AREA:**

**2.1.3.2.1. MOVES SHIPMENT MANUALLY.**

**2.1.3.2.2. MOVES SHIPMENT MECHANICALLY.**

**2.1.4. CHECKS MATERIAL.** Inspects container material and packing for shipping acceptability and determines if a different container or additional packing is required.

**2.1.5. PREPARES SHIPPING CONTAINER:**

**2.1.5.1. VERIFIES AND DETERMINES CONTAINER REQUIREMENT (SPI/GENERAL).**

**2.1.5.2. VERIFIES GENERAL PACKING INSTRUCTIONS:**

**2.1.5.2.1. DETERMINES PACKING REQUIREMENT.**

**2.1.5.2.2. DEVELOPS PLAN TO CONSTRUCT WOOD/SPECIAL CONTAINER.**

**2.1.5.2.3. CONSTRUCTS CONTAINER.**

**2.1.5.3. VERIFIES SPI:**

**2.1.5.3.1. RESEARCHES SPI FILE.** Researches SPI file to determine container specifications.

**2.1.5.3.2. INSPECTS SPI CONTAINER.** Ensures container meets SPI specifications.

**2.1.5.3.3. REPAIRS SPI CONTAINER.** Ensures container meets SPI specifications.

**2.1.5.3.4. CONSTRUCTS CONTAINER.**

**2.1.5.4. REVIEWS ITEM FOR ELECTROSTATIC SENSITIVE DISCHARGE (ESD).** Researches, prepares, and packs ESD item.

**2.1.6. PROCESSES FREIGHT:**

**2.1.6.1. PACKS GENERAL CARGO.** Inserts the item in the container and packs using various packing and cushioning.

**2.1.6.2. PACKS HAZARDOUS CARGO.** Inspects, classifies, describes, packages, marks, and labels cargo in accordance with (IAW) applicable hazardous material directive.

**2.1.6.3. PACKS SENSITIVE CARGO.** Inspects, marks, labels, and protects classified and protective cargo IAW applicable directive.

**2.1.6.4. SEALS FREIGHT.** Seals the container by taping, gluing, nailing, bolting, stapling, or banding.

**2.1.6.5. WEIGHS FREIGHT.** Weighs the freight; measures the length, width, and height; and computes the cube.

**2.1.6.6. MARKS AND LABELS FREIGHT.**

**2.1.6.7. COMPLETES SHIPPING DOCUMENT:**

**2.1.6.7.1. METERS SMALL PARCEL SHIPMENT.**

**2.1.6.7.2. ATTACHES PACKING LIST/ENVELOPE.** Attaches packing list envelope to the container, completes DD Form 1348-1 or DD Form 1149, and inserts the document in the packing list envelope.

**2.2. ACCOMPLISHES SHIPMENT PLANNING:**

**2.2.1. PLANS FOR GENERAL FREIGHT SHIPMENT.** Checks and researches general cargo being shipped. Determines the best method of transporting the shipment and type and quantity of material needed for shipment preparation.

**2.2.2. PLANS FOR HAZARDOUS FREIGHT SHIPMENT.** Checks and researches hazardous cargo being shipped. Determines the best method of transporting the shipment and type and quantity of material needed for shipment preparation.

**2.2.3. CONSOLIDATES COMPATIBLE SHIPMENTS.** Reviews shipping documents to be consolidated and combines shipment items into single container.

**2.2.4. SELECTS SHIPPING MODE:**

**2.2.4.1. DETERMINES SHIPPING COST.** Compiles and compares cost of transportation among the various modes.

**2.2.4.2. ENSURES TRANSPORTATION AVAILABILITY.** Checks on availability of carrier that has been selected to transport cargo.

**2.2.5. MONITORS NON-MISSION CAPABLE SYSTEM (NMCS) SHIPMENT:**

**2.2.5.1. COORDINATES NOTIFICATION AND STATUS OF HIGH PRIORITY SHIPMENT WITH BASE ACTIVITY AND MAJOR AIR COMMAND.**

**2.2.5.2. MONITORS PRIORITY AND LOCATION.** Monitors NMCS shipment with carrier using commercial transportation and Defense Transportation via Air Force Logistics Information File Computer System.

**2.2.5.3. ADVISES CONSIGNEE ON TRANSPORTATION STATUS.**

**2.3. PROCESSES OUTBOUND SHIPMENT:**

**2.3.1. PROCESSES OUTBOUND SHIPPING DOCUMENTATION.**

**2.3.2. COMPILES PAPERWORK AND COORDINATES SPECIAL HANDLING REQUIREMENT PER SHIPMENT.** Compiles the necessary paperwork required for hazardous, sensitive, or unusual cargo. Coordinates with cargo carrier.

**2.3.3. PREPARES, PROCESSES, AND TRANSMITS AN ADVANCE COPY OF DD FORM 1384, TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT.**

**2.3.4. PREPARES, RESEARCHES, AND SUBMITS DD FORM 1085, DOMESTIC FREIGHT ROUTING REQUEST AND ORDER TO MIMC.**

**2.3.5. PREPARES, RESEARCHES, AND DISTRIBUTES GOVERNMENT BILL OF LADING (GBL).**

**2.3.6. PREPARES, PROCESSES, AND DISTRIBUTES GOVERNMENT VEHICLE MANIFEST.**

**2.3.7. PREPARES, RESEARCHES, AND DISTRIBUTES COMMERCIAL BILL OF LADING (CBL).**

**2.3.8. PREPARES, RESEARCHES, AND DISTRIBUTES SMALL PARCEL CARRIER SHIPMENT.**

**2.3.9. CONFIRMS SHIPMENT WITH BASE SUPPLY.** Returns completed shipping document to Base Supply after shipment is completed.

**2.3.10. CERTIFIES LOST GBL COPY.**

**2.3.11. MAINTAINS LOG, REGISTER, OR RECORD:**

**2.3.11.1. MAINTAINS GBL/CBL REGISTER (OUTBOUND).**

**2.3.11.2. MAINTAINS OBLIGATION AUTHORITY RECORD.**

**2.3.11.3. MAINTAINS SECOND DESTINATION TRANSPORTATION FUNDS CONTROL FILE.**

**2.3.11.4. MAINTAINS PARCEL POST SHIPMENT RECORD.**

**2.3.11.5. MAINTAINS REPORT OF SHIPMENT SUSPENSE FILE (REPSHIP).**

**2.3.11.6. MAINTAINS TRANSPORTATION CONTROL NUMBER LOG (NON-MILSTRIP).**

**2.3.11.7. VERIFIES, PREPARES, AND MAINTAINS SF FORM 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, FOR SMALL PARCEL SHIPMENT.**

**2.3.12. MAINTAINS SHIPMENT FILE:**

**2.3.12.1. MAINTAINS GBL FILE.**

**2.3.12.2. MAINTAINS SHIPMENT PLANNING WORKSHEET FILE.** Maintains DD Form 1348-1 and DD Form 1149.

**2.3.12.3. MAINTAINS CBL.**

**2.3.12.4. MAINTAINS FILE OF DD FORM 1085.**

**2.3.13. INSPECTS AND DOCUMENTS CARRIER'S EQUIPMENT.** Prepares DD Form 626, Motor Vehicle Inspection, and conducts inspection.

**2.3.13.1. INSPECTS AND DOCUMENTS MILITARY VEHICLE OR RAILCAR.**

**2.3.13.2. INSPECTS AND DOCUMENTS COMMERCIAL VEHICLE OR RAILCAR.**

**2.3.14. ACCOMPLISHES TRACER ACTION:**

**2.3.14.1. RECEIVES TRACER REQUEST ACTION:**

**2.3.14.1.1. RECEIVES TELEPHONE REQUEST TO INITIATE TRACER ACTION.**

**2.3.14.1.2. RECEIVES WRITTEN REQUEST TO INITIATE TRACER ACTION.**

**2.3.14.2. INITIATES TRACER ACTION:**

**2.3.14.2.1. RESEARCHES RECORD.**

**2.3.14.2.2. SEARCHES PACKING AND CRATING AREA.**

**2.3.14.3. PROVIDES DISPOSITION TO REQUESTING AGENCY.**

**2.3.15. OBTAINS SPECIAL HANDLING PERMIT.**

**2.3.16. ASSISTS VISITING UNIT ON VEHICLE ROUTING FOR MILITARY CONVOY.**

**2.3.17. PREPARES HAZARDOUS MATERIAL SHIPPING PAPERS FOR ALL MODES OF TRANSPORTATION.** Includes cargo manifest, bill of lading, DD Form 836, Emergency Instructions for Motor Vehicle Driver and Initial Responders, of hazardous material/waste and shippers declaration for dangerous goods.

**2.3.18. ARRANGES FOR CARRIER PICKUP.** Arranges to have cargo picked up on a special date.

**2.3.19. VERIFIES SHIPMENT.** Checks pieces and destination against shipping document and obtains carrier's signature on shipping document.

**2.3.20. MOVES SHIPMENT TO LOADING ZONE AND LOADS FREIGHT:**

**2.3.20.1. HANDLES FREIGHT MANUALLY.**

**2.3.20.2. HANDLES FREIGHT USING MECHANIZED PROCEDURE.**

**2.3.21. LOADS SHIPMENT:**

**2.3.21.1. LOADS SHIPMENT MANUALLY.**

**2.3.21.2. LOADS SHIPMENT USING MECHANIZED PROCEDURE.**

**2.3.22. DELIVERS FREIGHT TO CARRIER'S FACILITY.** Delivers parcel to post office, airline, or bus line.

**2.3.23. BLOCKS AND BRACES FREIGHT.** Blocks, braces, and secures freight on flatbed, truck, trailer, railroad car, closed van, or aircraft. (Includes travel time to and from the surface vehicle to be blocked and braced).

**3. INBOUND SHIPPING DOCUMENTATION:**

**3.1. RECEIVES FREIGHT, CHECKS IN, AND SIGNS FOR FREIGHT.**

**3.2. PROCESSES ADVANCE MOVEMENT DOCUMENTATION:**

**3.2.1. REVIEWS ADVANCE SHIPPING DOCUMENT.**

**3.2.2. AUDITS SUSPENSE FILE.**

**3.3. PROCESSES DOCUMENT ON COMPLETED INBOUND SHIPMENT:**

**3.3.1. MATCHES DOCUMENTATION.** Checks shipment tally sheet, delivery receipt, and shipping document and files copy of shipping document.

**3.3.2. PREPARES AND FORWARDS DD FORM 1371, CONSIGNEE'S RECEIPT FOR DELIVERY AT STOPOFF/UNLOADING POINT.**

**3.3.3. PREPARES AND FORWARDS SF FORM 1200, GOVERNMENT BILL OF LADING CORRECTION NOTICE.**

**3.3.4. ANNOTATES DD FORM 1907, SIGNATURE AND TALLY RECORD.**

**3.3.5. REPLIES TO REPSHIP.**

**3.3.6. PREPARES DD FORM 626, MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIAL) AND CONDUCTS INSPECTION.**

**3.3.7. ESCORTS EXPLOSIVE SHIPMENT UNTIL OFF-LOADED.**

**3.4. ACCOMPLISHES TRACER ACTION:**

**3.4.1. RECEIVES REQUEST:**

**3.4.1.1. RECEIVES TELEPHONE REQUEST TO INITIATE TRACER ACTION.**

**3.4.1.2. RECEIVES WRITTEN REQUEST TO INITIATE TRACER ACTION.**

**3.4.2. INITIATES TRACER ACTION:**

**3.4.2.1. RESEARCHES RECORD.**

**3.4.2.2. PROVIDES STATUS TO REQUESTING AGENCY.**

**3.5. PREPARES AND SUBMITS TRANSPORTATION DISCREPANCY REPORT:**

**3.5.1. PROCESSES SF FORM 361, TRANSPORTATION DISCREPANCY REPORT.**

**3.5.2. PROCESSES SF FORM 364, REPORT OF DISCREPANCY.**

**3.5.3. PROCESSES MILSTAMP TRACER RECONCILIATION.**

**3.6. MONITORS PROCUREMENT TRAFFIC:**

**3.6.1. RECEIVES REQUEST.** Receives shipping request from vendor/contractor. Researches and processes request and instructs vendor on shipping carrier.

**3.6.2. CONVERTS CBL TO GBL.**

**4. PASSENGER COUNSELING:**

**4.1. REVIEWS OFFICIAL ORDER, LETTER, AND/OR MESSAGE.**

**4.2. COUNSELS/BRIEFS PASSENGER.** Counsels/briefs service member/DOD civilian.

**5. TRANSPORTATION REQUEST:**

**5.1. DETERMINES MODE OF TRANSPORTATION:**

**5.1.1. CHECKS AVAILABILITY OF MILITARY AIRLIFT.**

**5.1.2. RESEARCHES TRANSPORTATION PUBLICATION FOR INFORMATION.** Researches mode of travel, itinerary, and cost estimate.



**5.1.3. REQUESTS, CONFIRMS, AND/OR CANCELS TRANSPORTATION WITH CARRIER REPRESENTATIVE:**

**5.1.3.1. MAKES CONUS TRANSPORTATION RESERVATION OR CANCELLATION.**

**5.1.3.2. MAKES OVERSEAS TRANSPORTATION RESERVATION OR CANCELLATION.**

**5.2. PREPARES, PROCESSES, AND FORWARDS DOCUMENT:**

**5.2.1. PROCESSES SF FORM 1169, U.S. GOVERNMENT TRANSPORTATION REQUEST.**

**5.2.2. PROCESSES AF FORM 652, UNIFORMED SERVICES MEAL TICKET.**

**5.2.3. PROCESSES AF FORM 556, USAF TRAVELOPE.**

**5.2.4. VERIFIES SF FORM 1113, PUBLIC VOUCHER FOR TRANSPORTATION CHARGES.**

**5.2.5. PROCESSES FREIGHT FLAG STATEMENT.**

**5.2.6. PROCESSES DD FORM 1341, REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE.**

**5.2.7. PROCESSES DD FORM 730, RECEIPT FOR UNUSED TRANSPORTATION REQUESTS AND/OR TICKETS, INCLUDING UNUSED MEAL TICKETS.**

**5.2.8. PROCESSES SF FORM 1170, REDEMPTION OF UNUSED TICKETS.**

**5.2.9. COMPLETES REPORT OF LOST TICKET.** Obtains traveler's statement, completes lost ticket report, issues replacement ticket, and processes cost charge voucher.

**5.2.10. PROCESSES DD FORM 1482, MILITARY TRANSPORTATION AUTHORIZATION FOR OVERSEAS TRAVEL TO INCLUDE ALASKA AND HAWAII.**

**5.2.11. REVIEWS TELE-TICKET LISTING.**

**5.2.12. RECONCILES PASSENGER TRAVEL BILLING.**

**5.3. CONTROLS ACCOUNTABLE FORM BY MAINTAINING AF FORM 1332, GOVERNMENT TRANSPORTATION REQUEST, AND MEAL TICKET REGISTER.**

**5.4. IDENTIFIES, REQUESTS, PROCURES, AND COORDINATES BUS SERVICE.**

**5.5. PROVIDES TRAVEL INFORMATION.** Researches and provides information for interested office or service member/DOD civilian.

**5.6. PERFORMS LOCAL PURCHASE OF AIRLINE TICKET:**

**5.6.1. PROCURES AIRLINE TICKET USING GOVERNMENT TRANSPORTATION REQUEST.**

**5.6.2. PROCURES AIRLINES TICKET USING DINERS CLUB CARD.**

**6. SPECIAL CONVEYANCES.** Obtains rental car reservation, confirmation, and provides cost comparison for alternative passenger movement worldwide.

**7. TRAINING:**

**7.1. DEVELOPS/UPDATES TRAINING MATERIAL.** Researches, drafts, reviews, and updates or develops new training outline, lesson plan, and test. Develops chart, mock-up, demonstrator, or other training aid.

**7.2. CONDUCTS TRAINING.** Conducts lecture, demonstration, and group discussion at home base and geographically separated units.

**7.2.1. CONDUCTS HAZARDOUS MATERIAL TRAINING FOR AIRLIFT.**

**7.2.2. CONDUCTS HAZARDOUS 126/181 DRIVERS TRAINING.**

**7.2.3. CONDUCTS PALLET BUILD-UP TRAINING.**

**7.2.4. CONDUCTS CARGO PREPARATION TRAINING.**

**7.2.5. CONDUCTS PALLET/NET CUSTODIAN TRAINING.**

**7.2.6. CONDUCTS REUSABLE CONTAINER MONITOR TRAINING.**

**7.2.7. CONDUCTS FLIGHT-LINE TRAINING.** Conducts training on the operation of material handling equipment on the flight line in relationship to airlift loading/unloading operations.

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
Traffic Management/FAC 42XXTC			Constant Manpower							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Traffic Management	602XX	AGR	1							
TOTAL			1							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										